

645—20.4(17A) Official communications.

20.4(1) All official communications, including submissions and requests, may be addressed to the Board of Barbering, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

20.4(2) Notice of change of address. Each licensee and licensed entity shall notify the board of a change of the licensee's current mailing address within 30 days after the occurrence.

a. If a barbershop changes location, the barbershop shall be required to apply for a new license, as required in 645—subrule 21.2(3), paragraph “*b.*”

b. If a barber school changes location, the barber school shall be required to apply for a new license, as required in 645—subrule 23.2(6).

20.4(3) Notice of change of name.

a. Barbers and barber instructors. Each licensee shall notify the board in writing of a change of name within 30 days after the occurrence. A reissued certificate fee referenced in paragraph “*b.*” will not apply unless the licensee wishes to obtain a certificate with the new name.

b. Barbershops and barber schools. An owner shall notify the board in writing of a change of name within 30 days after the occurrence and, in addition, shall return the current certificate and pay the reissued certificate fee as specified in 645—subrule 26.1(13).